

United States Bankruptcy Court
Eastern District of Louisiana
Hale Boggs Federal Building, Room B-601
500 Poydras Street
New Orleans, Louisiana 70130

R. Marla Hamilton
Clerk of Court

Telephone: (504) 589-7822
Fax: (504) 589-7896

To: Bankruptcy Practitioners

From: Marla Hamilton

Date: January 4, 2005

Re: Transition - Section A

We sincerely miss Chief Judge T. M. Brahney, III. I know he had a huge impact on everyone he came in contact with, and it is still hard to realize that such a lively man is no longer with us.

To help the Clerk's Office run efficiently during the difficult circumstances following his death, we would appreciate bankruptcy practitioners complying with the following procedures:

1. Include the section assignments on captions to all pleadings.
"Section A" - cases that were assigned to Chief Judge Brahney
"Section B" - cases assigned to Judge Brown.

2. If you have questions about Section A, you may be able to find the answer on our website: <http://www.laeb.uscourts.gov>

Otherwise, questions on Section A cases should be directed to the employees in Section A. The telephone numbers are:

Secretary:	Jo Ann Kelly - 589-7801
Courtroom Deputies:	Lucille Walker - 589-7802
	Anna Alexander - 589-7844
Law Clerk:	Lauren Tebbe - 589-7803

3. When submitting orders to Section A send them to:

4. When submitting orders to either section:

- do not include a signature block; end the proposed order with the text of the order. It is easier for us to use our macros for the entire signature block.
- include in the text of the order:
 - the name of the party filing the motion;
 - the motion referred to; and
 - the date on which the motion was heard, if applicable.

For example, “In accordance with the hearing held on January 3, 2005 on the motion to dismiss filed by ABC Co., . . . ”

Or, “The motion to dismiss filed by ABC Co. came on for hearing on January 3, 2005, . . . ”

It is insufficient to state: “The foregoing motion considered,” or language to that effect. Also, filers who do not include the date of the hearing may have their orders refused.

Thank you for your assistance.